



Department of Defense INSTRUCTION

January 12, 1987
NUMBER 7710.3

ASD(C)

SUBJECT : Reporting of Personnel and Payro 11 Outlays by Operating Location

- References:
- (a) DoD Instruction 7710.3, subject as above, August 24, 1979 (hereby canceled)
 - (b) Defense Federal Acquisition Regulation Supplement (DFARS) , Section 4.6, "Contract Reporting, " April 1984
 - (c) DoD Instruction 4105.1, "Reports on Defense Procurement, " July 12, 1973
 - (d) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements, " March 12, 1976
 - (e) through (i) , see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to update policies and procedures and assign responsibilities for requiring personnel and payroll outlays data for **all** geographic locations where DoD personnel are assigned.
2. Prescribes uniform procedures for DoD Components to follow when reporting the statistical information on active duty military, civilian **employment**, and DoD payroll outlays by location.
3. Provides procedures and uniform format for submitting automated data.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD) , the Military Departments and their Reserve and National Guard components, the Inspector General of the Department of Defense (IG, DoD) , and the Defense Agencies (hereafter referred to collectively as "DoD Components"). It shall not apply to the National Security Agency (NSA) and the Defense Intelligence Agency (DIA).
2. Encompasses the reporting by geographic location of active duty military and civilian personnel and the gross earning outlays from appropriated funds for military and civilian employees and military retired pay.
3. Encompasses the collecting of payroll outlays to provide information on total DoD outlays by geographic location. Payroll outlay information is used by OSD program and policy officials for assessing the economic impact of DoD activities throughout the world. Additional DoD information collecting

efforts on outlays by geographic location pertain to data on prime contract awards and financially assisted grants. Prime contract awards information is collected under the Defense Federal Acquisition Regulation Supplement (DFARS), Section 4.6, (reference (b)), and reported under DoD Instruction 4105.1 (reference (c)). Grant data are obtained under a requirements memorandum that shall be issued annually to affected DoD Components.

C. DEFINITIONS

The terms used in this Instruction are defined in enclosure 2.

D. POLICIES

It is DoD policy that implementing and operating an automated system for gathering and reporting personnel and payroll outlays data shall support DoD functional requirements and be consistent with automation regulatory requirements.

E. RESPONSIBILITIES

1. The Director, Washington Headquarters Services (WHS), shall:

a. Administer the information requirements prescribed in section G., below, and provide relevant policy and technical guidance to DoD Components.

b. Annually **consolidate** DoD **personnel** and payroll outlays data and provide information in a variety of formats to DoD program managers and, as required, to the President, Congress, Federal Agencies; and the general public.

2. The Secretaries of the Military Departments and the Directors of the Defense Agencies (or their assigned reporting authority) shall:

a. Take action for developing, maintaining, and improving an organizational capability for reporting actual information.

b. Ensure that the information requirements prescribed in section G., below, shall be met accurately and promptly.

F. PROCEDURES

1. Military personnel information shall be reported only by the Military Departments. Civilian personnel information shall be reported by DoD Components or by assigned DoD reporting authority. The Directorate for Personnel and Security, WHS, shall submit a combined report on civilians employed by DoD Components for which this respective Directorate has been assigned responsibility for **personnel** reporting.

2. Each DoD Component shall prepare one data record, including total **numbers** of active duty military and direct hire civilian personnel **and** cumulative gross earnings data, for each worldwide operating location where **personnel** are employed.

3. Actual versus estimated information is required for the four categories of payroll outlays reported under this Instruction. Exceptions shall be requested, justified, and approved in advance and only shall be considered, if as follows:

a. Furnished data minimally are based on accumulating quarterly computed outlays.

b. Estimates used involve applying reasonable statistical proration techniques of the accepted statistical practices.

c. Appropriate controls are applied ensuring that outlays are only indicated in a city, installation, or county where an outlay occurred.

d. Provided outlay data shall have been substantiated thoroughly and shall withstand future scrutiny by DoD and **non-DoD** offices.

4. The source for civilian personnel data required for **annual outlay** reporting shall be the Office of Management and Budget (OMB) ceiling employment for direct hire of U.S. citizens and foreign nationals as reported on line 29 of SF 113-A, "Monthly Report of Federal Civilian Employment," under DoD Instruction 7730.18, reference (e).

5. The active duty military **personnel** totals required for this report shall be consistent with the data submitted under DoD Instruction 7730.58 (reference (f)).

6. Gross earning data, as defined in enclosure .2, shall be expressed in thousands of dollars.

7. The operating location for reporting information on active duty military **personnel**, civilian employees, and Reserve and National Guard personnel shall be where the duty is performed excepting that in paragraphs E.7.a. through E.7.f., below. Operating locations for the following active duty military personnel categories are as follows:

a. Afloat. Information on Navy and Marine Corps personnel afloat or temporarily shore-based shall be reported at their home port.

b. Temporary Duty (either TDY or TAD).

(1) Individuals on temporary duty for less than 30 days shall be reported at their recorded duty station.

(2) Individuals on temporary duty for a period of 30 days or-more shall be reported at their temporary duty location.

(3) Personnel assigned to rotational units where the unit is on temporary duty for a period of 30 days or more **shall be** reported at their current operating location (temporary duty location).

c. Absent Without Leave (AWOL). Personnel on AWOL status shall be reported at their recorded duty station.

d. Transients. Personnel in transit on September 30 of the report year to a new permanent duty station shall be reported in one data record. A system oriented special data code of "98" should be used in the position for State code. County and city codes should be left blank.

e. Patients. The operating location for patients shall be their recorded duty station.

f. Prisoners. Military prisoners shall be reported by their recorded duty station.

8. The operating location for retired military **personnel** shall be the location of the retired person.

9. "Worldwide Geographic Location Codes," (reference (g)) shall be used for identifying and coding each operating location.

10. Those operating locations in the Washington, D.C., metropolitan area, as defined in enclosure 2, shall have an identifier in the data records in enclosures 3 through 5.

11. Numbers of personnel afloat or temporarily shore-based shall be indicated separately in enclosures 3 through 5.

12. The Departments of the Army and Air Force shall prepare separate data records for civilian employment in civil functions as opposed to military functions.

13. When a duty station (base and/or installation) overlaps two or more counties and is represented by two or more geographic location codes, personnel numbers and outlays data shall be apportioned to the actual location where regular duty is performed.

14. **Personnel** and payroll at locations overseas that are not near a coded location or are at a classified location may be reported at county 999 and city 9999 in the respective country.

15. Automated data in magnetic tape form are required for this report **along** with a hard copy report (printout) of the data. When facilities for producing magnetic tapes are unavailable and the data quantity is small, providing data coded on 80 column punched card transcript sheets shall be acceptable, if requested and approved in advance. The input record format, data preparation instructions, and input quality-control edit specifications are contained in enclosures 3, 4, and 5, respectively. Special instructions for submitting magnetic tapes and hard copy. reports are in enclosure 6.

G. INFORMATION REQUIREMENTS

1. Personnel Reporting. Each DoD Component (or their assigned reporting activity) shall annually submit a report, as of September 30 of the report year, on the numbers of active duty military and direct hire civilian personnel per operating location worldwide.

2. Outlays Reporting. Each DoD Component (or assigned DoD reporting authority) shall annually submit cumulative fiscal year reports, as of September 30 of the report year, on gross earnings data per operating location for the following **personnel** categories:

a. Direct hire civilian employees [includes National Guard civilian technicians) .

b. Active duty military **personnel**.

c. Reserve and National Guard military personnel (combined).

d. Retired military personnel and their beneficiaries.

3. Separate reports are required for Marine Corps personnel.

4. Geographic locations to be reported shall cover all locations where DoD **personnel** are assigned worldwide.

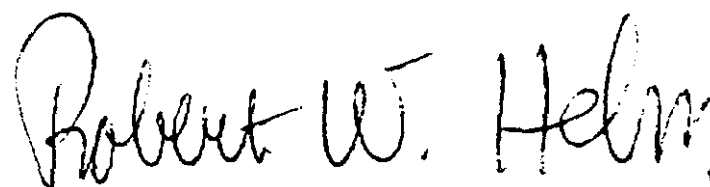
5. Reports **shall be** submitted annually, no later than 45 days after the end of each fiscal year, to the following:

Directorate for Information Operations and Reports
Washington Headquarters Services
1215 Jefferson Davis Highway, Suite 1204
Arlington, Virginia 22202-4302

6. The reporting requirements prescribed in **this Instruction** shall have been assigned Report Control Symbol **DD-COMP(A)1600**. Additional information requirements shall be developed and licensed under DoD Directive 5000.19 (reference **(d)**).

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Director, Washington Headquarters Services, within 120 days.



Robert W Helm
Assistant Secretary of Defense
(Comptroller)

Enclosures - 7

1. References
2. Definitions
3. Input Record Format
4. Data Preparation Instructions
5. Input Quality Control Edit Specifications
6. Special Instructions for Submitting Magnetic Tapes and Hard Copy Reports
7. DoD Component and/or Combined Component Codes

References, continued

- (e) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls," February 7, 1979
- (f) DoD Instruction 7730.58, "Reports on Personnel Distributions by Country or Other Specific Location," September 26, 1983
- (g) "Worldwide Geographic Location Codes," GSA, April 1984, FSS Stock Number 7610-926-9078
- (h) OMB Circular No. A-12, "Object Classification," July 31, 1979
- (i) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1984 authorized by DoD Instruction 5000.12, April 27, 1965

DEFINITIONS

1. Civilian Personnel. Direct "hire OMB ceiling employment that must agree with line 29 of SF 113-A, Monthly Report of Federal Civilian Employment.

2. Gross Earnings. Except for retired military **personnel** compensation, gross earnings shall include gross compensation for personnel services to the Government and cash allowances for personnel benefits, as defined under Object Class 11 and 12 under OMB Circular No. A-12 (reference (h)). Under this Instruction, the employer's share of employee benefits is excluded from the gross earnings definition. Gross earnings for retired personnel is defined in Object Class 13 under **OMB** Circular NO. A-12 (reference (h)).

3. Operating Location. Operating location is defined as the locale (geographic location) where DoD military or civilian employees are located for performing duties. If the operating location is a military installation or activity without a specific geographic code in the publication, "Worldwide Geographic Location Codes" (reference (g)), the geographic location code for the nearest **city shall be** applied. A **military installation or activity identified by a** geographic location code always shall be used for reporting DoD personnel by operating location. Operating location for retired military personnel shall be the location of the retired person.

4. Recorded Duty Station. Actual physical location where active duty military personnel perform duty on a permanent basis.

5. Temporarily Shore-Based. Navy and Marine Corps military personnel assigned to afloat and ☐obile units such as aircraft squadrons, construction battalions, fleet and air command staffs, and are temporarily based ashore for a period of 30 days or more.

6. Washington, D.C., Metropolitan Area. The Standard Metropolitan Statistical Area (**SMSA**) consists of the District of Columbia; Montgomery, Prince Georges, Charles, Calvert, and Frederick counties in Maryland; and Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park cities, and Arlington, Fairfax, Loudoun, Stafford, and Prince William counties in Virginia.

INPUT RECORD FORMAT

<u>DATA ELEMENT</u>	TYPE <u>DATA</u> ¹	NUMBER <u>CHARACTERS</u>	<u>POSITION</u>
Report Year	N	2	1-2
DoD Components and/or Combined Components	A/N	1	3
Operating Location			
State and/or Country	A/N	2	4-5
county	N	3	6-8
City	N	4	9-12
Washington, D.C., Metropolitan Area Identifier	N	1	13
Civil Functions Identifier	A	1	14
Active Duty Military Personnel Military Ashore	N	6	15-20
Military Afloat (for Navy and Marine Corps only)	N	6	21-26
Military Temporarily Shore- Based (for Navy and Marine Corps only)	N	6	27-32
Direct Hire Civilians	N	6	33-38
Active Duty Military Pay ²	N	7	39-45
Civilian Pay ²	N	7	46-52
Reserve and/or National Guard Pay ¹	N	7	53-59
Retired Military Pay ²	N	7	60-66
Blank		14	67-80

¹A = Alphabetic; N = Numeric.

²Pay to be expressed in thousands of dollars.

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>INSTRUCTIONS</u> (See note below.)
Direct Hire Civilians	33-38	Enter the total direct hire civilian personnel at the operating location.
Active Duty Military Pay	39-45	Enter the dollar amount of active duty military pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Civilian Pay	46-52	Enter the dollar amount of civilian pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Reserve and/or National Guard Pay	53-59	Enter the dollar amount of Reserve and/or National Guard pay rounded to the nearest thousand dollars. Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Retired Military Pay	60-66	Enter the dollar amount of retired pay rounded to the nearest thousand dollars. "Dollar amounts are cumulative from October 1 through the end of the fiscal year.
Blank	67-80	Leave blank.

* Items marked with an asterisk have been registered in the DoD Data Element Program.

NOTE : Numeric entries shall be right justified and shall be filled, as necessary, with leading zeros. The entry shall not contain any imbedded blanks or punctuation. Coding **shall be** indicated as in the Instructions. Reference may be made to DoD 5000.12-M (reference (g)) for standard elements and codes.

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DATA PREPARATION INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>INSTRUCTIONS</u> (See note on page 4-2.)
Report Year*	1-2	Enter two terminal digit s of the fiscal year .
DoD Component and/or Combined Components*	3	Select code from enclosure 7.
Operating Location State ● rid/or Country*	4-\$	Select the proper state and/or country code from location code publication of Worldwide Geographic Location Codes (reference (g)).
County*	6-8	Select the proper county code from the location code publication (reference (g)).
City*	9-12	Select the proper city code from location code publication (reference (g)).
Washington, D.C., Metropolitan Area Identifier*	13	Enter 1 , if operating location is " in the Washington, D.C., Metropolitan Area; otherwise, enter 0 .
Civil Functions Identifier*	14	Enter "C" for Civil Functions; otherwise leave blank.
Active Duty Military Personnel Military Ashore	15-20	Enter the total number of active duty military personnel who are shore-based at the operating location.
Military Afloat	21-26	For Navy and Marine Corps only. Enter the number of active duty military personnel ● float with their home port being the operating location.
Military Temporarily Shore-Based	27-32	For Navy and Marine Corps only. Enter the number of active duty military personnel temporarily shore-based with their home port being the operating location.

INPUT QUALITY CONTROL EDIT SPECIFICATIONS

<u>DATA ELEMENT</u>	<u>POSITION</u>	<u>VALID ENTRIES</u>
Report Year	1-2	Shall be terminal digits for the fiscal year of the report.
DoD Component and/or Combined Components	3	Shall be from enclosure 7.
Operating Location State and/or Country	4-5	Shall be from location code publication Worldwide Geographic Location Codes (reference (g)).
County	6-8	Shall be from location code publication (reference (g)).
City	9-12	Shall be from location code publication (reference (g)).
Washington, D.C., Metropolitan Area Identifier	13	Shall be 0 or 1.
Civil Functions Identifier 14		Must be "C" or blank.
Active Duty Military Personnel Military Ashore	15-20	Army, Air Force, Navy, and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Military Afloat	21-26	Navy and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Military Temporarily Shored-Based	27-32	Navy and Marine Corps may have blank or entry . Shall be blank for all other DoD Components.
Direct Hire Civilians	33-38	May have blank or entry for all DoD Components except Marine Corps, which shall be blank.

<u>DATA ELEMENT</u>	<u>POSITIONS</u>	<u>VALID ENTRIES</u>
Active Duty Military Pay ¹	39-45	Army, Air Force, Navy, and Marine Corps may have blank or entry . Shall be blank for all other DoD Components.
Civilian Pay ¹	46-52	May have blank or entry from all DoD Components except Marine Corps, which shall be blank.
Reserve and/or National Guard Pay ¹	53-59	Army, Air Force, Navy, and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Retired Military Pay ¹	60-66	Army, Air Force, Navy and Marine Corps may have blank or entry. Shall be blank for all other DoD Components.
Blank	67-80	Shall be blank.

¹Pay to be expressed in thousands of dollars.

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DOD COMPONENT AND/OR COMBINED COMPONENT CODES

A. Under DoD 5000.12-M (reference (i)), Reference Number DE-NM, the following codes shall be used for reporting information for the listed DoD Components:

<u>CODE</u>	<u>DoD COMPONENT</u>
A	Department of the Army
N	Department of the Navy
F	Department of the Air Force
M	United States Marine Corps
K	Defense Communications Agency
R	Defense Contract Audit Agency
V	Defense Investigative Service
B	Defense Mapping Agency
H	Defense Nuclear Agency
s	Defense Logistics Agency
u	Inspector General, DoD
z	DoD Dependents Schools
w	Uniformed Services University of the Health Sciences

B. The following system oriented special data code shall be used for reporting total data for the combined listed DoD Components:

<u>CODE</u>	<u>COMBINED DoD COMPONENTS</u>
1	OSD, OJCS, and related DoD Organizations that WHS shall have been assigned reporting responsibility.

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